

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**

**AIR FORCE INSTRUCTION 10-220(I)
1 MARCH 2007**



**AIR FORCE MATERIEL COMMAND
SUPPLEMENT
6 NOVEMBER 2008**

Certified Current, 13 December 2010

**Operations
CONTRACTOR'S FLIGHT AND GROUND
OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Pages: 8

AFI 10-220, 1 March 2007, is supplemented as follows:

This supplement implements and extends the guidance of AFI 10-220 (DCMA Instruction 8210.1). The AFI is published word-for-word without editorial review. This supplement describes AFMC's procedures for use in conjunction with the basic AFI. It applies to all AFMC flying activities with primary aircrew assigned or attached for flying. This supplement does not apply to the Air National Guard or the US Air Force Reserve units and members except those under AFMC OPCON. Units may further supplement this instruction, as required. If supplemented, send a copy to HQ AFMC/A3v for coordination/approval. Send comments and suggestions about this publication for improvements on AF Form 847, *Recommendation for Change of Publication*, to the Office of Primary Responsibility (OPR). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>.

Applicability and Scope. This instruction supplement applies to all USAF Service Government Flight Representatives (GFR) as well as delegated DCMA GFRs that are acting in support of USAF contractor oversight. These GFRs may apply the guidance contained in this supplement

without the need for further approval or coordination. Refer any questions reference this supplement to AFMC/A3V.

SUMMARY OF CHANGES

Deletes references to SG memo. This information is now published in AFI 48-123 Vol 3_AFMCSUP; *Medical Examinations and Standards Volume3- Flying and Special Operational Duty*. Adds the AFMC/A3V memo at [Attachment 12](#) for use of Service Guidance. Provides guidance on completion of the AFMC Form 73 signature levels, [para 2.2.3](#).

1.34.1. (AFMC-Added) When justified, Non-crewmembers may fly periodically in the following status: Maintenance/Engineering Support Personnel (MESP), an individual whose particular expertise is required inflight to provide assistance with or observation of test techniques, data collection, systems operation, support resource or crew procedures. (Ref: AFI 11-401_AFMCSUP for guidance).

1.34.2. (AFMC-Added) Non-crewmembers in MESP status must comply with FAA Class III or higher requirements. Physiological training requirements will be IAW AFI 48-123 Vol 3, AFMCSUP, *Medical Examinations and Standards Volume3- Flying and Special Operational Duty*,

1.40. (AFMC) See AFMC/A3V memo dated 24 Aug 2006 for additional guidance and clarification on the use of Service Guidance in the development of Contractor Procedures. ([Attachment 12](#))

1.40.1. (AFMC) AFMC/A3V is the OPR for the three-volume set of Flight Test (FT) instructions containing attachments for each weapon system flown in AFMC. These instructions are numbered AFI 11-2FT Volume 1, 2, and 3, and will contain the training, evaluation criteria, and operations procedures, respectively, for each weapon system. AFMC uses these instructions in lieu of AFI 11-2 MDS-Specific Volumes for flying operations. In the absence of published guidance AFMC units will coordinate with HQ AFMC/A3V for approval of locally developed guidelines. These guidelines should be consistent with similar guidance specified in the appropriate AFI 11-2 MDS-Specific volumes. In addition, aircraft on loan to AFMC undergoing short-term flight test programs will be flown according to the lead MAJCOM guidance if no AFMC AFI 11-2FT-series or other guidance exists.

2.2.2. (AFMC) To expedite the waiver process, contractors should document/submit waiver requests on an AFMC Form 73.

2.2.3. (AFMC) If the AFMC Form 73 is used, the GFR will be listed as the Action Officer in Section 1. Submission of the waiver package will deem GFR concurrence with the contractor waiver request. The CMO/CC, if a rated officer, will electronically sign Section I, in the OG/CC block. If the CMO/CC is not a rated officer, forward the waiver request to DCMA-AO for signature. Service GFR waiver requests will be signed by the OG/CC providing oversight of contractor operations.

2.5.2. (AFMC) Waiver authority approval for Service guidance waivers and waivers to this instruction will be forwarded to AFMC/A3V for coordination. AFMC/A3 delegates waiver approval authority to AFMC/A3V where applicable and in alignment with Service and MAJCOM guidance delegated approval authority for AFMC possessed flight operations. Waivers to AFI 10-220 or Service Guidance will be issued with a one year expiration date. Once the need for the waiver has been re-validated, send a renewal request to AFMC/A3V for

coordination/approval. Service Guidance waiver requests may be approved by the CMO/CC (if the governing publication waiver authority is listed as OG/CC) if the CMO/CC is a rated officer. If not, forward waiver requests as stated in [para 2.2.3.](#) above.

3.4. (AFMC) Use of Service Guidance. See AFMC/A3V memo dated 24 Aug 2006 for additional guidance and clarification on the use of Service Guidance in the development of Contractor Procedures. ([Attachment 12](#))

3.14. (AFMC) Contact AFMC/A3V for additional guidance when needed.

4.1.1. (AFMC) The flight planning area should provide a briefing room that provides privacy for the aircrew, enabling thorough briefing and discussion of the mission IAW AFI 11-2FT Volume 3 Chapter 2. (Para 2.2) Briefing room requirements are also published in AFI 11-2FT Volume 3, Chapter 2. (Para 2.9)

4.1.7. (AFMC) The GFR delegated with flight authorization authority, will maintain copies of all applicable Certificates, Licenses, and Permits.

4.2.2.1. (AFMC-Added) Formal training courses provided by the Government may be used to qualify or upgrade contractor employees when it is in the best interest of the Government. Send request from the contractor for formal training (AFCAT 36-2223, USAF Formal Schools) to the GFR. It must be endorsed by the ACO, showing that the contract cost adjustment has been made or is not required.

4.3.5.2. (AFMC) Non-crewmembers authorized to fly in MESP status by the GFR, will comply with physical/medical requirements referenced in AFI 48-123 Vol 3, AFMCSUP1, *Medical Examinations and Standards Volume3- Flying and Special Operational Duty*, and AFI 11-401/_AFMCSUP, *Aviation Management*.

4.3.6.1. (AFMC) UAV pilot qualification requirements are defined in the applicable attachments to AFI 11-2FT Volume 1, *Aircrew Training*.

4.3.6.2. (AFMC) UAV pilot qualification requirements are defined in the applicable attachments to AFI 11-2FT Volume 1, *Aircrew Training*.

4.4.13. (AFMC) Brief crewmembers from a guide that includes, as a minimum: call sign, fuel load, takeoff times, primary and alternate missions, crewmember coordination requirements, specific mission procedures, routes, ranges or restricted areas, formation procedures to include breakup procedures and separation of aircraft in IMC and VMC, communications procedures, recovery and landing procedures, weather conditions, training requirements, emergency and abnormal procedures, lost communications procedures, crew/cockpit resource management (CRM) principles applicable to the sortie, specific mission/series aircraft differences (if required), and mission security. The guide will include, when applicable, a passenger and transient aircrew briefing outline, and ditching procedures for over water flights. Reference requirements AFI 11-2FT, Vol. 3, *Flight Test Operations Procedures*.

4.5.4. (AFMC) Contractors may request multiple aircraft qualification through the GFR to the appropriate approval authority. Qualification in other than Government aircraft do not constitute a multiple qualification and do not require approval as listed in paragraph 4.5.4.2.

4.5.4.2. (AFMC) Qualification in multiple variants of the same MD (series or modified mission as defined in paragraph 1.3) does not constitute multiple qualification. GFRs may authorize contractor crewmembers to maintain qualification in three or more series/modified mission

variants of the same MD aircraft. See AFI 11-202 Vol 2_AFMCSUP, (paragraph 5.2.17) for additional Service guidance for multiple qualification processes. Contractor crewmembers may be qualified in more than one aircraft (multiple MD) as follows:

4.5.4.2.1. (AFMC-Added) Wing commanders may authorize dual qualifications (for aircraft in which the government assumes risk for loss or damage) for contractor pilots, navigators, electronic warfare officers, fire control officers, flight engineers, loadmasters, and boom operators attached to their flying unit when the need is fully justified by mission or contract necessity.

4.5.4.2.2. (AFMC-Added) HQ AFMC/A3V is the approval authority of dual qualifications for contractor aircrew positions listed above but not attached to a flying wing. HQ AFMC/A3 is the approval authority for triple qualifications.

4.5.4.2.3. (AFMC-Added) When required, OG/CCs may authorize multiple qualifications for other crewmembers attached to their flying organization, but not listed in [paragraph 4.5.4.2.1.](#) above.

4.5.4.2.4. (AFMC-Added) The contractor should use the AFMC Form 80, Multiple Qualification Request and Authorization, to submit request for multiple qualification to the GFR. The GFR will send the request through channels to the approving authority as stated in paragraph 2.5.2. Reference requirements AFI 11-202, Vol. 2, *Aircrew Standardization/Evaluation Program* and AFI 11-202, Vol. 2_AFMCSUP, *Aircrew Standardization/Evaluation Program*.

4.5.7. (AFMC) For contractor aircrew members attached to AFMC flying organization, the approval authority for training plans for reduced flight time availability is the OG/CC

4.6.1.1. (AFMC) Non-crewmembers flying in MESP status shall reference physiological training requirements; AFI 48-123 Volume 3_AFMCSUP, *Medical Examinations and Standards Volume 3- Flying and Special Operational Duty* and AFI 11-401_AFMCSUP.

4.6.1.2. (AFMC) Non-crewmembers flying in MESP status shall reference AFI 11-401_AFMCSUP for egress training requirements.

4.6.1.4. (AFMC) Non-crewmembers designated as operational support flyers (MZ) will attend formal water survival training prior to operating over open water beyond gliding distance from land.

4.7.3.1. (AFMC-Added) Documentation. Contractor primary crewmembers and non-crewmembers assigned to a military unit shall have their flight evaluations documented on an AF Form 8/8A. The final reviewer shall be IAW AFI 11-202V2 and applicable Supplements. If the contractors require GFR oversight, then the GFR shall sign the back of the AF Form 8/8A signifying concurrence with the flight evaluation.

5.1.2. (AFMC) In addition to applicable AFI and AFMC Service guidance where applicable, the GFR shall ensure the Procedures incorporate local directives/instructions for contractor operations attached to AFMC flying organizations.

6.1.9. (AFMC) Contractor's attached to an AFMC flying unit shall develop a joint pre-mishap response plan with the collocated unit.

6.1.9.7.2.1. (AFMC-Added) The GFR shall ensure the contractor identifies the medical facility to be used for toxilogical and /or medical examinations.

7.1. (AFMC) Send copy of Government Flight Representative (GFR) designation letter (primary and alternate) to HQ AFMC/A3V. Contact HQ DCMA-AO directly (info HQ AFMC/A3V) to schedule newly appointed GFR (primary and alternate) for the formal GFR training course conducted by HQ DCMA Aircraft Operations. Send requests to Mr John Heib, DCMA-AO Policy and Training Director, e-mail: john.heib@dcma.mil. Although there is no cost for the course, units are responsible for TDY expenses. After training is complete, contact HQ AFMC/A3V to schedule/assign as experienced GFR to provide OJT and mentorship for the new GFR candidate.

7.4.7. (AFMC) The GFR delegated with flight approval authority shall maintain copies of the most recent DD Form 2627 (if the contractor is in training status), DD Form 2628 and DD Form 1821 (or applicable substitutions).

7.4.8. (AFMC) GFR's will annotate non-crewmember flying in MESP status records concerning any restrictions related to physiological training and exemptions IAW AFI 48-123 Volume 3, AFMCSUP, *Medical Examinations and Standards Volume 3- Flying and Special Operational Duty*.

7.4.10. (AFMC-Added) AFMC is the lead MAJCOM for GFR operations within the USAF. In order to accurately capture the scope of contractor operations across the Air Force, all GFRs assigned to Air Force contracts will submit annually, in January, a GFR Data Sheet to HQ AFMC/A3V. Use the format at ([Attachment 13](#)).

7.7.6. (AFMC) Units with joint contractor/Government operations, the GFR and the local Stan Eval shall jointly evaluate the unit. Assessment checklists are available on-line, however locally developed checklists may be used for surveys, providing a realistic evaluation of the unit's operations based on contractual requirements. AFMC/A3V is tasked by AFMC/CC through AFMC/A3 to conduct inspections, evaluations and staff assistance visits on units that conduct flying operations in support of AFMC. AFMC/A3V will evaluate each unit approximately once every 24 months and conduct staff assistance visits every 12 months. Compliance verification with USAF, AFMC, unit guidance, and contractor procedures is one objective of this program with the additional and more critical objective to evaluate aircrew performance in the conduct of their mission. AFMC/A3V will provide unit oversight IAW AFMCI 90-203, *Aircrew Performance Evaluation, Staff Assistance Visit, and Inspection Program*.

7.8.6. (AFMC-Added) GFRs will submit a complete listing of all multiple qualifications to AFMC/A3V at the end of each half (Mar and Sep) for compilation into the AFMC/A3 review. Additionally, each year in September, GFRs will review and re-validate all multiple qualifications. Cancel those no longer required for mission accomplishment. GFRs should document this review with initials and date on each AFMC Form 80, *Multiple Qualification Request and Authorization*. Forward a copy of the reviewed/re-validated AFMC Form 80, to AFMC/A3V for compilation into the command level annual report.

7.8.6.1. (AFMC-Added) GFRs will designate a primary aircraft for multiple qualified aircrews.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN33-363, *Management of Records*, 1 March 2008

AFI 11-2FT, Vol. 3, *Flight Test Operations Procedures*, 19 September 2007

AFI 11-401_AFMCSUP, *Aviation Management*, 2 March 2007

AFI 48-123 Vol 3_AFMCSUP; *Medical Examinations and Standards Volume3- Flying and Special Operational Duty*, 1 July 2008

AFMCI 90-203, *Aircrew Performance Evaluation, Staff Assistance Visit, and Inspection Program*, 14 May 2002

Attachment 12 (Added)
MEMORANDUM FOR USE OF SERVICE GUIDANCE

Figure A12.1. Memorandum for Use of Service Guidance.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
AIRCREW FLIGHT OPERATIONS, STANDARDIZATION AND EVALUATION DIVISION
EGLEIN AIR FORCE BASE, FLORIDA

24 Aug 06

MEMORANDUM FOR DMA/AO

FROM: AFMC/A3V

SUBJECT: AFI 10-220 Service Guidance

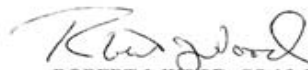
1. The term Service Guidance is used in numerous instances in AFI 10-220 as a source of information and directions on compliance with issues to mitigate risk of loss to the government. Most references are very explicit in the applicability of Service Guidance. There is only one general statement concerning the use of Service Guidance, the requirement to base Procedures upon applicable portions of Service Guidance. This is not to be interpreted as requiring the day to day administrative functions that govern operations in USAF organizations. The use of Service Guidance is intended to govern procedural functions that mitigate risk during flight and/or ground operations. As stated, contractors are only bound by the portion of Service Guidance that is applicable to the operations being performed under contract. Some examples of the difference between procedural requirements versus an administrative requirement are as follows:

Training. (Governed by AFI 11-202 Vol 1; AFMC Supplement; and AFI 11-2FT Vol 1). AFI 10-220, paragraph 4.5.2.1.3. Publish a table of the specific Service guidance used for currency and re-currency/proficiency requirements. This is a procedural requirement. The requirement for an AF unit to use the AF Form 1522 and the ARMS system to document training events accomplished is an administrative function and would not be a requirement imposed upon the contractor.

Standardization/Evaluation. (Governed by AFI 11-202 Vol 2; AFMC Supplement; and AFI 11-2FT Vol 2). AFI 10-220 paragraph 4.7.1. The flight and ground evaluations shall be accomplished in accordance with Service guidance for standardization/evaluation of aircrew members. Again, this is a procedural requirement. The unit level organization of a stan/eval office is an administrative function and would not be a requirement imposed upon the contractor.

Flight Operations/General Flight Rules (Governed by AFI 11-202 Vol 3; AFMC Supplement; and AFI 11-2FT Vol 3). AFI 10-220 paragraph 4.4.4. Flight operating limits. Service guidance shall be used for all operating limits. In the absence of Service guidance, maneuvering parameters such as minimum altitudes and operating limits similar to Service requirements for like aircraft missions and events shall be included in the Procedures. Once again, this is an example of a procedural requirement that would be applicable to contractor operations. AF unit level directions for publishing a flight authorization is an administrative function that would not apply to contractor operations.

2. The examples above are used to illuminate the differences between procedural and administrative requirements. It is impossible to list or divide all possible activities between procedural and administrative context. The above examples serve as a guide to operations. If there are any specific examples and/or questions of interpretation, contact the applicable waiver authority listed in AFI 10-220 Chap 2. My POC for this subject is Mr. Gary Hogg, garv.hogg@eglin.af.mil DSN 872-7885.


ROBERT J. WOOD, GS-15, DAF
Chief, Flight Ops & Stan/Eval Division
Directorate of Operations

Attachment 13 (Added)
GFR DATA SHEET

Program Name/Description: _____

Number/Type of A/C: _____

Principle Location(s): _____

Primary GFR's Name: _____

Phone (DSN/Comm)	Cell	Fax	Address	E-Mail
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ALT GFR's Name: _____

Phone (DSN/Comm))	Cell	Fax	Address	E-Mail
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GFR Reports to AFMC DCMA Other _____

Version of GFRC and/or AFRC on Contract:

Date of GFR Approved Flight Operations Contractor Procedures:

Date of GFR Approved Ground Operations Contractor Procedures:

Contractor Flying Personnel	Yes	No	Number of _____
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Gov't Flying Personnel	Yes	No	Number of _____
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GFR Approving Authority and Office Symbol _____

Dates GFR attended the DCMA GFR training course:

Dates Alt GFR attended the DCMA GFR training course:

Total Number and Estimated Value of Work on Contract(s) \$_____

Ops Tempo: High Medium Low

Type(s) Work Being Performed:

A/C Mod A/C MXD DT&E ACF/FCF Production Training Support Other

Other important Information: (current issues, safety program, any major efforts the contractor is performing for the government which were not captured above, etc.):

Provide a copy of the following:

Facility data Sheet(s)

GFR Delegation of Authority Letter

Alternate GFR Delegation of Authority Letter

JOSEPH A. LANNI, Brigadier General, USAF
 Director of Air, Space and Info Operations